Porm: AR-50-71

## Application for RECORDS DISPOSITION STANDARD

OFFICE OF BECRETARY OF STATE,
DEPARTMENT OF ARCHIVES & BISTORY
RECORDS MANAGEMENT DIVISION

PAGE

GEORGIA				RECURDS MARAGERERY	DIVIBION		
		eparate instructions		FOR RECORDS MANAGEM	ENT DIVISION USE		
		is form. Sign origina		Date Received	Application No.	Date Comple	rted :
2 Agency Application No. and	forward to Departmen	nt of Archives and Bi	story, Attention:	յ <u>⊍</u> ∟ 3 0 1974	74-280	AUG 22 197	4
140	ords Management Offic	cer.			<del></del>		
3 . MOZECT, DIVISION, SUBSTITUTE & Admin	istering Office Addr	* 8 \$	;	The Section to Contact	Und		-
Georgia Department	~			21, , .		سديان س	
Animal Industry -	,			Div. James		tel. No.	
19 Hunter Street, S	. W., Atlanta	a, Ga. 3033	<b>→</b> 1	D. The No. State Veterin		656-3667	
7.ACTION REQUESTED DE				ster.		030 3007	
ESTABLISH DISPO		SITION STANDA			EDMIN ACCI	IMIIT A T T A N	
RECORD WILL CON				OSE OF PRES URTHER ACCU			
	TINGE TO A	COOMODATE.			MODATION	ANTIOIT	a I DD
8.Earliest & Latest 9. Dates of Series	Exact Series	s Title					
1	OTIAT TOWN	MITTE DECOME	DTIBC A				
		MILK PROGRAM			<del></del>	<del></del>	
10. What is the function o	of the office	in which thi	s record s	eries is crea	ited?		
*Documents of import					ATTLE HER	<b>3</b> %.	•
LABORATORY TEST FILE						•	
QUALITY MILK PROGRA	M FILES are	used for refe	rence only	•			
- <i>t</i> -	•						
				•			
<del>-</del>							
						**,:	
							·
$^{11}\cdot$ This file contains the		ocuments (inc	lude form	numbers and t	itles, if	any,	
and file arrangement).		·					•
						-	
			::				
		•					
			1				
			*				
4							
	ATTA	CH SAMPLES OF	THE FILE				
12. EQUIPMENT OCCUPIED	No. of Dravers	Cu. Pt. of Records			No. of Draw	re 💯 Çu. Pt. of	Records
Letter-size File Drawers	No. of Dieters	).	ABBUAL RATE	P OP ACCUMULATION			
						D-12	:
	, 7		Figgr Spece Co-	unled (Source Post)	In Office(s	) In Storage	Arek(s)
A Legal-size File Dravers	75- 3	ال في الوج	tion state dec	upled (Square Peet)			
					This La	et Preceding A	ll Prior

AVERAGE DAILY REFERENCES

OUESTIONNAIRE Place on "x" in the proper column. If answer is "YES," please explain	- VFC	<del>- 10 -</del>		
•	YES, [ ]	NO ]		
13. Is this the Record Copy of the series?				
14. Is there a duplication of this series in another office or agency?	[ ]	[]		
15. Is the information contained in this series ever summarized or published?	[].	[ ]		
Attach copy of summary or publication.  16. Does the series contain classified information requiring security handling?	[ ]	[]		
17. Does the series initiate, amend or terminate agency policies and procedures?	[, ]	[]		
18. Could the function be performed if the files were lost or destroyed?	-[ ]	[]		
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	[ ]	[]		
20. Does the record series provide data as input to an EDP file?	[ ]	[]		
21. Does the record series contain documentation produced as EDP printout?	[ ]	[]		
22. Has the Federal Government issued instructions governing the retention/disposition of these files?	.[]	[]		
23. Will there be a need for these records 10, 15 years from now? If yes, what?	[ ]	[]		
24. REQUIREMENTS. The following requires the files to be keptyears:				
e.[]STATE b.[]STATUTE OF c.[]AUDIT d.[]FEDERAL e.[]ADMINISTRATIVE f.[]HIST  LAW LIMITATION PERIOD LAW DECISION VALU  (Cite Law, Statute, or other reason for the retention requirement)	TE			
25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at of each -[]CALENDAR YEAR -[]FISCAL YEAR -[]OTHER				
[ ] Hold in the current files areamonth(s)/year(s): [ ] Transfer to [ ] State Records Center [ ] Local Holding Area; holdyear(	s):	. •		
(Indicate briefly rationale for recommendations above/or write additional remar	rks):			
Records Mondagement Officer (Signature) Date 7-29-74 OTHER REQUIRED SIGNATURES	DA	TE		
26. Recommendations Agency Head/Designee in paragraph 25 [ ] Approved [ ] Disapproved Chic. Sike.	2-2	9-74		
are: State Auditor/Designee Approved [ ] Disapproved	Ze 10	.7H		
STATE RECORDS Secretary of State/Designee  COMMITTEE Approved Disapproved Carroll Land	8-16	<del>-                                    </del>		
Attorney General/Designee [NApproved [] Disapproved AM Chell	8.20			